

## Dates announced for popular retirement-planning seminars

"Excellent!"

"Super!"

"Much more than I expected!"

"Everyone should attend!"

These words of praise aren't for the latest Hollywood blockbuster or Broadway play. In fact, these are just a few of the rave reviews state employees are giving the State Retirement Agency's **Pre-Retirement** and **Life Planning seminars**. Conducted throughout the year, these free seminars are tailored to meet the needs of members nearing retirement as well as those in the middle of their careers.

Want to find out what your colleagues are calling "great" and "a quality job"? Review the following eligibility criteria and, if you're eligible to attend, complete the appropriate registration form provided in this newsletter. Two seminars are offered: the **Pre-Retirement Seminar** and the **Life-Planning Seminar**.



For members nearing retirement, the **Pre-Retirement Seminars** provide a detailed overview of the retirement process. Skilled speakers who are specialists in their field lead discussions on

state pension benefits, health benefits, Maryland Supplemental Retirement Plan benefits, legal issues, Social Security, and other aspects of retirement. **Pre-Retirement Seminars** are offered to employees who are within **eight years** of being eligible to retire.

For employees in mid-career, **Life Planning Seminars** provide valuable information on how to prepare for a comfortable retirement. These well-rounded seminars are conducted by a dynamic group of speakers who discuss state pension benefits, Maryland Supplemental Retirement Plan benefits, family and estate planning, and successful investing. **Life Planning Seminars** are open to employees who have **eight to 20 years** of service.

A **Life Planning** registration form is printed on page 2, and the **Pre-Retirement** registration is printed on pages 3 and 4.

### Am I eligible to attend?

If you are a state employee *and* answer yes to one of the following questions, you may be eligible to attend the seminar indicated.

- Are you within eight years of being eligible to retire? (Pre-Retirement Seminar)
- Do you have eight to 20 years of service? (Life Planning Seminar)

Complete the appropriate form included in this newsletter and send it to the address printed on the form.

Clearly mark your selected date, complete the entire form and then mail or fax it to the address listed on the form. Please do not send the registration form to the State Retirement Agency. Registration forms for either seminar also are available from your Retirement Coordinator.

Your spouse is encouraged to attend these seminars with you. Signed interpreters are provided on request for the hearing impaired.

For more information about these seminars, please contact the Retirement Agency at 410-625-5555 or toll-free at 1-800-492-5909. *M*

### IN THIS ISSUE...

➔ **Registration forms for Life Planning and Pre-Retirement Seminars**

# STATE RETIREMENT AGENCY OF MARYLAND LIFE PLANNING SEMINARS

## FALL 2001 REGISTRATION FORM

**State employees who have between eight to 20 years** of eligibility credit and their spouses are eligible to attend the following one-day seminar that begins at 8:30 a.m. and ends at 4 p.m. The seminar is designed to target members who are in mid-career in order to prepare them early on for retirement.

Instructions: Please place a "1" (first choice), "2" (second choice), and "3" (third choice) next to the seminar you wish to attend. Seats will fill up fast, so please indicate all choices. Return the form at least three weeks prior to the scheduled class. REGISTRATION IS NOT TRANSFERABLE. **You will receive a letter confirming the seminar to which you are assigned within two weeks of the scheduled date.** The confirmation letter that you receive is your "entry ticket" to the seminar, so please bring it with you. If you are found ineligible to attend the seminar, or have been placed on a waiting list, you will be notified. **It is not necessary to complete this form if you previously received notification of placement on a waiting list. You will be notified of the next available seminar.**

<input type="checkbox"/> September 5, 2001 (Wed) State Office Building Baltimore, MD	<input type="checkbox"/> September 7, 2001 (Fri) Towson University Towson, MD	<input type="checkbox"/> September 11, 2001 (Tue) Holly Center Salisbury, MD	<input type="checkbox"/> September 14, 2001 (Fri) Frostburg State University Frostburg, MD
<input type="checkbox"/> September 17, 2001 (Mon) Department of Agriculture Annapolis, MD	<input type="checkbox"/> September 19, 2001 (Wed) Western MD Hospital Center Hagerstown, MD	<input type="checkbox"/> September 25, 2001 (Tue) State Office Building Baltimore, MD	<input type="checkbox"/> September 28, 2001 (Fri) Salisbury State University Salisbury, MD
<input type="checkbox"/> October 2, 2001 (Tue) MD School for the Deaf Frederick, MD	<input type="checkbox"/> October 10, 2001 (Wed) Eastern Shore Hospital Center Cambridge, MD	<input type="checkbox"/> October 12, 2001 (Fri) Western MD Hospital Center Hagerstown, MD	<input type="checkbox"/> October 15, 2001 (Mon) Harford Co. Dept. of Social Services Bel Air, MD
<input type="checkbox"/> October 17, 2001 (Wed) MD Aviation Administration Linthicum, MD	<input type="checkbox"/> October 19, 2001 (Fri) State Office Building Baltimore, MD	<input type="checkbox"/> October 23, 2001 (Tue) Carroll Community College Westminster, MD	<input type="checkbox"/> October 26, 2001 (Fri) Frostburg State University Frostburg, MD
<input type="checkbox"/> October 29, 2001 (Mon) Department of Agriculture Annapolis, MD	<input type="checkbox"/> November 1, 2001 (Thu) State Highway Administration Dayton, MD	<input type="checkbox"/> November 2, 2001 (Fri) Dept. of Natural Resources Annapolis, MD	<input type="checkbox"/> November 5, 2001 (Mon) State Office Building Baltimore, MD
<input type="checkbox"/> November 16, 2001 (Fri) Morgan State University Baltimore, MD	<input type="checkbox"/> November 26, 2001 (Mon) Department of Agriculture Annapolis, MD	<input type="checkbox"/> November 27, 2001 (Tue) State Office Building Baltimore, MD	<input type="checkbox"/> November 30, 2001 (Fri) Salisbury State University Salisbury, MD
<input type="checkbox"/> December 5, 2001 (Wed) Charles County Department of Social Services LaPlata, MD	<input type="checkbox"/> December 7, 2001 (Fri) Towson University Towson, MD	<input type="checkbox"/> December 10, 2001 (Mon) Eastern Shore Hospital Center Cambridge, MD	<input type="checkbox"/> December 12, 2001 (Wed) MD Aviation Administration Linthicum, MD
<input type="checkbox"/> December 14, 2001 (Fri) Department of Agriculture Annapolis, MD	<input type="checkbox"/> December 18, 2001 (Tue) State Office Building Baltimore, MD		

**Please print clearly**

LAST NAME:		FIRST NAME:		MIDDLE INITIAL:
STREET ADDRESS:				
CITY:		STATE:	ZIP CODE:	
AGENCY EMPLOYED BY:		LOCATION:		
WORK PHONE: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		SOCIAL SECURITY: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>(Application will not be processed without Social Security #)</i>		
Will your spouse attend? <input type="checkbox"/> Yes <input type="checkbox"/> No		Please indicate any special assistance required for a disability		

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please send complete form to:**

**LIFE PLANNING SEMINARS**

**The Moone Group, Inc.**

**8181 Professional Place, #215**

**Landover, MD 20785**

**Phone: (301) 731-0008 (Jaci Weller) / Or fax to: (301) 731-0009**

THE COMMUNITY COLLEGE OF BALTIMORE COUNTY  
**STATE OF MARYLAND PRE-RETIREMENT PLANNING SEMINARS - FALL 2001**

State employees within eight (8) years of retirement and their spouses are eligible to attend the following one-day seminars which begin at 8:30 a.m. and end at 4 p.m. A letter of confirmation will be sent to approved participants no later than seven (7) business days prior to their scheduled session date. The confirmation letter is your "entry ticket" to the Pre-Retirement Seminar. Please bring it with you to the session.

**Please place "1" (first choice) and "2" (second choice) next to the seminar you wish to attend.**

GM__	August 20 (Monday) Department of Agriculture Annapolis, MD	GY__	October 5 (Friday) Salisbury State University Salisbury, MD	HK__	November 16 (Friday) 300 W. Preston Street Baltimore City
GN__	August 21 (Tuesday) 300 W. Preston Street Baltimore City	GZ__	October 10 (Wednesday) Cecil Co. Community College Cecil County, MD	HL__	November 19 (Monday) Potomac Center Hagerstown, MD
GO__	August 24 (Friday) Chesapeake College Queen Anne's, MD	HA__	October 11 (Thursday) Allegany College Cumberland, MD	HM__	November 20 (Tuesday) CCBC – Catonsville Campus Catonsville, MD
GP__	August 27 (Monday) CCBC – Catonsville Campus Baltimore, MD	HB__	October 12 (Friday) Department of Agriculture Annapolis, MD	HN__	November 26 (Monday) Morgan State University Baltimore, MD
GQ__	August 29 (Wednesday) Frostburg University Frostburg, MD	HC__	October 15 (Monday) Potomac Center Hagerstown, MD (Correctional Officers Only)	HO__	November 28 (Wednesday) Eastern Shore Hospital Center Cambridge, MD
GR__	September 7 (Friday) Salisbury State University Salisbury, MD	HD__	October 18 (Thursday) 300 W. Preston Street Baltimore City	HP__	December 3 (Monday) Salisbury State University Salisbury, MD
GS__	September 12 (Wednesday) 300 W. Preston Street Baltimore City	HE__	October 22 (Monday) Department of Agriculture Annapolis, MD	HQ__	December 5 (Wednesday) College of Southern Maryland Charles County, MD
GT__	September 14 (Friday) Dept. of Agriculture Annapolis, MD	HF__	October 25 (Thursday) Eastern Shore Hospital Ctr. Cambridge, MD	HR__	December 7 (Friday) Towson University Towson, MD
GU__	September 18 (Tuesday) Frederick Community Coll. Frederick, MD	HG__	October 26 (Friday) Frederick Community College Frederick, MD	HS__	December 14 (Friday) 300 W. Preston Street Baltimore City
GV__	September 21 (Friday) Towson University Towson, MD	HH__	October 29 (Monday) 300 W. Preston Street Baltimore City	HT__	December 17 (Monday) Department of Agriculture Annapolis, MD
GW__	September 24 (Monday) Eastern Shore Hospital Ctr. Cambridge, MD	HI__	November 1 (Thursday) Frostburg University Frostburg, MD	HU__	December 18 (Tuesday) CCBC – Essex Campus Baltimore, MD
GX__	September 25 (Tuesday) Potomac Center Hagerstown, MD	HJ__	November 6 (Tuesday) Prince George's Com. Coll. Prince George's, MD	HV__	December 21 (Friday) Towson University Towson, MD

**SEE PAGE 4 FOR REGISTRATION INFORMATION**



# STATE OF MARYLAND PRE-RETIREMENT PLANNING REGISTRATION FORM - FALL 2001

## Please print all information

NAME

\_\_\_\_\_  
Last First Middle Initial

ADDRESS \_\_\_\_\_  
Number and Street City State Zip Code

EMPLOYED \_\_\_\_\_  
County/City Agency Location

WORK PHONE \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
(Required for Eligibility)

FAX NUMBER \_\_\_\_\_

WHEN ELIGIBLE TO RETIRE? 1 yr\_\_\_\_ 2 yr\_\_\_\_ 3 yr\_\_\_\_ 4 yr\_\_\_\_ 5 yr\_\_\_\_ 6 yr\_\_\_\_ 7 yr\_\_\_\_ 8 yr\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ Mo. Day Yr. \_\_\_\_Male \_\_\_\_Female

Have you attended a Pre-Retirement Seminar within the last two years? Yes\_\_\_\_ No\_\_\_\_

Please indicate any special assistance required for a handicapped condition. \_\_\_\_\_

Spouse will attend? Yes\_\_\_\_ No\_\_\_\_ (If Yes, please complete the following information.)

Spouse Information				
_____ Last name	_____ First	_____ Middle Initial	_____ Social Security No.	_____ Birthdate

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(I authorize CCBC to release this information to the State of Maryland.)

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PLEASE MAIL COMPLETED FORM TO:

**Continuing Education Division, V Building  
Pre-Retirement Planning Registration  
800 S. Rolling Road  
Catonsville, MD 21228**

**For information call: 410-780-6632**

**For Office Use Only**  
**Course # MAN 969\_\_\_\_\_**

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